

VACANCY ANNOUNCEMENT

Seoul Civilian Personnel Advisory Center APO AP 96205-0177

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: SCPAC-01-2001

Opening Date: 2 April 2001
Initial Cut Off Date: 04 May 2001
Closing Date: 18 May 2001

POSITION TITLE, SERIES & GRADE: General Helper, WB-3501-00

SALARY: \$4.50 per hour (Projected and subject to change)

WORK SCHEDULE: Full Time

DUTY LOCATION: All organizations serviced by the Area II Civilian Personnel Advisory Center.

AREA OF CONSIDERATION: Seoul commuting area.

WHO MAY APPLY:

1. Unmarried children, stepchildren, adopted children and children under the legal guardianship of the sponsor or spouse, ages 14 through 22.

2. Spouses, under 18 years of age and still in high school.

High School Students must provide written certification from the school that he/she is a full-time student at an accredited high school or trade school.

College Students must be taking at least 12 semester hours of study per semester or 8 hours in a trimester or the equivalent (1.5 quarter hours are equivalent to 1 semester hour). College students may provide as proof, a copy of receipt for registration showing matriculation and number of credit hours for which enrolled.

Conditions: Applications for employment under this program will be considered in the following order of priority in classes of sponsors referred below, without preference for rank. You must reside in the same household with and be a family member of one of the following:

1. Department of Defense military and permanent full-time and part-time appropriated and non-appropriated fund civilian personnel recruited from the United States who have status under the SOFA or JUSMAG Agreement and are assigned or attached to a U.S. Forces installation in the Republic of Korea.
2. Permanent full-time and part-time locally hired U.S. Citizens appropriated or non-appropriated fund civilian employees who have status under the SOFA or JUSMAG Agreement and are assigned or attached to an U.S. Forces installation in the Republic of Korea.
3. U.S. Citizens employed by other U.S. Government agencies, Department of Defense invited contractors, Red Cross personnel, and other categories of personnel affiliated with the U.S. Government with SOFA or diplomatic status.

NOTE: AS A CONDITION OF EMPLOYMENT, SELECTEE MUST PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUNDS TRANSFER PROGRAM.

GENERAL INFORMATION:

1. The Summer Hire Program consists of two sessions:

- a. High School Students: First Session: 25 June – 20 July 2001
Second Session: 23 July – 17 August 2001
- b. College Students: One Session: 14 May – 30 September 2000

2. High school students may apply for either the first session, the second session, or state they are available for either session. If there are more students than jobs for any session, a drawing will be held. Applicants who work the first session will only be allowed to work the second session if there are not enough applicants for the second session. Students who cannot be employed during the first session will be considered ahead of other applicants for the second session.

3. A youth who applies for the Summer Hire Program at a previous location in a different commuting area and then moves with his sponsor to a new duty location, may transfer his eligibility to the new location even though the local summer announcement cutoff date has passed. The applicant will be subject to the selection procedures of the new location.

4. Applications must be completely filled out with all required documentation attached to the application before it will be accepted by the Seoul CPAC. Upon acceptance the application will be date stamped. Applications will be accepted from applicants whose sponsor arrived in Korea, after 18 May 2001, as a result of permanent change of station orders. They will be added to the end of the roster of eligibles, in order of the date received. These applications will be considered only if more jobs exist than applications from family member youth who applied before the closing date.

5. No placement preference will be given to students who worked under previous student programs.

6. **Placement priority** will be given as follows:

- a. All full time college students
- b. High School students ages 16 or older
- c. Students 14-15 years of age

7. There will not be any selective placement factors. No specific skills are needed for placement.

8. High school students placed in the first session will not be allowed to continue employment during the second session, even when requested by management officials, unless there are no other candidates available for placement. Name request will not be honored.

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HOW TO APPLY

APPLICATION PACKETS ARE AVAILABLE AT THE SEOUL CPAC, BUILDING 4314, ROOM 601. THE FOLLOWING FORMS AND/OR DOCUMENTS MUST BE SUBMITTED, AS AN APPLICATION PACKET, BEFORE THE APPLICATION CAN BE RECEIVED AND DATE STAMPED. **INCOMPLETE APPLICATIONS, i.e., MISSING ANY OF BELOW LISTED DOCUMENTS, WILL NOT BE ACCEPTED.**

1. Youth Hire Application Form. Signature and Date must be original. (Use Ink)
2. Verification of Student Status and Consent of Parent or Sponsor.
3. Copy of sponsor's orders.
4. Family Members/Family Member Status Form
5. Local Applicant Questionnaire
6. Selective Service Registration Status (male applicants 18 years of age or older).
7. Geographical Location Selection Form.
8. Mailing Address/Change of Address
9. Race and National Origin Identification
10. Self-Identification of Handicap
11. Copy of social security card.
12. Direct Deposit Form
13. Copy of Passport and Visa
14. Copy of Identification Card

For additional information regarding, please call Ms. Sharon Roberts, Seoul CPAC, at DSN 738-5628.

Family Member Youth Employment Application

YOUTH PROGRAM: ☐ Summer Hire ☐ Winter Hire ☐ Family Member Youth Part-Time

CPAC Use Only

STUDENT BACKGROUND INFORMATION

1. Student Name (Last First MI):	2. Student SSN (see Note 1)	3. DOB (DD/MM/YYYY)
4. Home Telephone:	5. Mailing APO Address:	

Session:

1 2

Age: _____

SPONSOR INFORMATION

6. Sponsor's Name (Last First MI):	7. Sponsor's SSN:	8. Sponsor's Work Telephone:	9. Sponsor DEROS:
10. Sponsor's Organization Address:		11. Sponsor's Military E-mail:	

EMERGENCY NOTIFICATION INFORMATION

12. Who is an alternate point of contact in case of emergency (Name):	13. Work Telephone:	14. Home Telephone:
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STUDENT EDUCATION

15. Education:	Are you still in Middle or High School?	<input type="checkbox"/> Yes <input type="checkbox"/> No	College Name:	Course of Study:
	Are you attending a College/University? (See Note 2)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT HISTORY AND SPECIAL SKILLS

16. Have you ever worked for a Youth Employment Program in Korea?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when?
17. Do you speak a foreign language	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, which languages?
18. Have you ever designed a Home Page/Web page on the Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No	
19. Please indicate your special skills that you have in working with computers.		20. How many words per minute can you type?
		21. What extra-curricular activities or sports do you play or participate in?

WORK EXPERIENCE

22. Job #1: Name of Company/Organization you worked for:	Dates of Employment:	Name of Supervisor/Telephone:
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Tell us what you did:

23. Job #2: Name of Company/Organization you worked for:	Dates of Employment:	Name of Supervisor/Telephone:
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Tell us what you did:

24. Student Signature:

25. Date:

See Reverse Side for Parental Consent to Work (Required if under Age 18)

PARENTAL CONSENT TO WORK AND SCHOOL VERIFICATION

THESE SECTIONS MUST BE COMPLETED BY YOUR SPONSORING PARENT AND SCHOOL OFFICIAL FOR YOU TO BE ABLE TO WORK.
YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THEIR CONSENT.

1. SPONSOR CONSENT (MUST BE COMPLETED BY YOUR SPONSOR):

- Sponsor Status: You must be under SOFA Status:
 - ☐ Active Duty Military
 - ☐ DOD Civilian (Includes GS, NAF, DODDs Teachers, AAFES, DHL Sponsors)
 - ☐ U.S. Embassy
 - ☐ U.S. Government Contractor
- I, _____ authorize my dependent child, _____, to work in a U.S. Government Youth Employment Program in the Republic of Korea sponsored by the U.S. Forces Korea.
- Working Conditions: My child has my permission to perform the following duties:
 - ☐ Clerical Jobs Only (usually in an office setting)
 - ☐ Labor Jobs Only (Non-Skilled, Non-hazardous work such as cutting grass, painting, some lifting)
 - ☐ Both are acceptable
- Where is your dependent child authorized to work (Check only 1):
 - ☐ Yongsan Only (includes Main Post, South Post, Camp Coiner, 121st Hospital Area)
 - ☐ Hannam Village Only (Jobs Limited)
 - ☐ Yongsan and/or Hannam Village
 - ☐ Sung Nam Golf Course (Jobs limited)
 - ☐ Camp Kim (Jobs limited)
 - ☐ EDFE Compound (Downtown Seoul)
 - ☐ K-16 (Jobs limited)
- I ☐ DO AUTHORIZE ☐ DO NOT AUTHORIZE my dependent child participating in the Youth Employment Program to receive emergency medical care. I understand that this applies only to those situations which are job related injuries.
- Relationship of child to Sponsor: _____

Sponsor Signature

2. SCHOOL VERIFICATION: This section is required in order to verify that the child is still a student in middle or high school. This section is not required for students attending college. See note 2 below.

- The student identified in this application is a full-time student at: _____
- Current Grade: 7 8 9 10 11 12 (Circle) Date of Graduation (if a Senior): _____
- School Official Name, Position and Signature: _____

Notes:

1. Block 2, Student SSN: The student's SSN must be verified. Acceptable documentation includes SSN Card, Parent Tax Forms, or Prior IRS W-2, Statement of Earnings Form.
2. Block 14, College Attendance Verification: A letter from the School Registrar is required which verifies attendance at the school or School Transcripts for the current Semester/Quarter.

Forms Checklist: Does your application contain the following forms? All forms must be completed and signed.

- ☐ Youth Employment Application
- ☐ SF-1199 "Direct Deposit Form" obtained from your bank
- ☐ W-4 Tax Form
- ☐ Leave and Earnings Statement Disposition Form
- ☐ Copy of your U.S. Passport with Photo, Visa and SOFA Stamp
- ☐ Verification of Student SSN: SSN Card, Parent Tax Forms, or Previous IRS W-2 Statement of Earnings Form
- ☐ SF-85, Self ID of Handicap
- ☐ SF-191, Race and National Origin
- ☐ College attendance verification (see note 2 above)
- ☐ SF-61, Appointment Affidavit

DISPOSTION OF LEAVE AND EARNINGS STATEMENT

1. Your Name (Last, First MI)	
2. Your SSN:	
3. Home Telephone:	
4. Your Mailing Address:	

Signature

Date